ADVANCED
Card Systems & Solutions, Inc.

Shadow Custom Software

Scan-N-Send
USERS Guide

Revision Date: 4/1/2008

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About Scan-N-Send:

Scan-N-Send is a windows application which will offer its users many benefits. It is application independent and can therefore be used with virtually any Windows or DOS program. Once installed and running, Scan-N-Send simply runs in the background making it transparent to the operator. Manual entry of personal data is no longer needed, simply Scan-N-Send.

Originally designed for hotel and motel registration, Scan-N-Send has evolved and is widely used across multiple markets as an effective and efficient data capture tool. Scan-N-Send can quickly decode demographic data stored on any state issued Driver's License or Government ID.

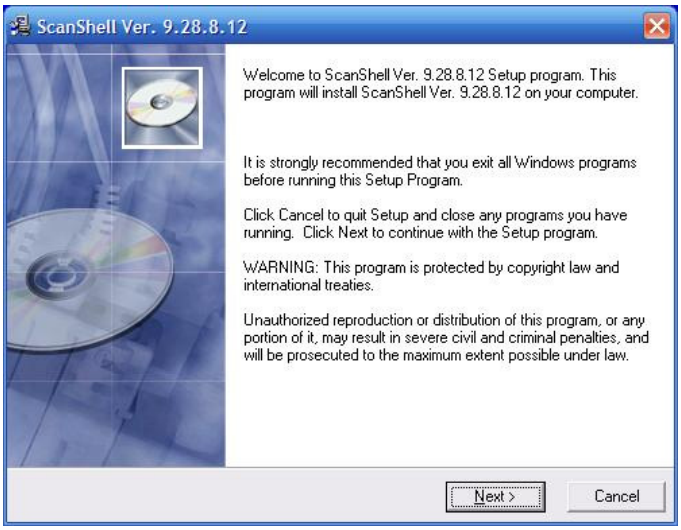
Depending on end user requirements and the type of scanning hardware, Scan-N-Send can quickly extract data from a magnetic stripe, bar code (PDF-417) or even the entire face of the license, front or back. Scanning the face of the license requires one of two OCR scanners.

Software Application Installation:

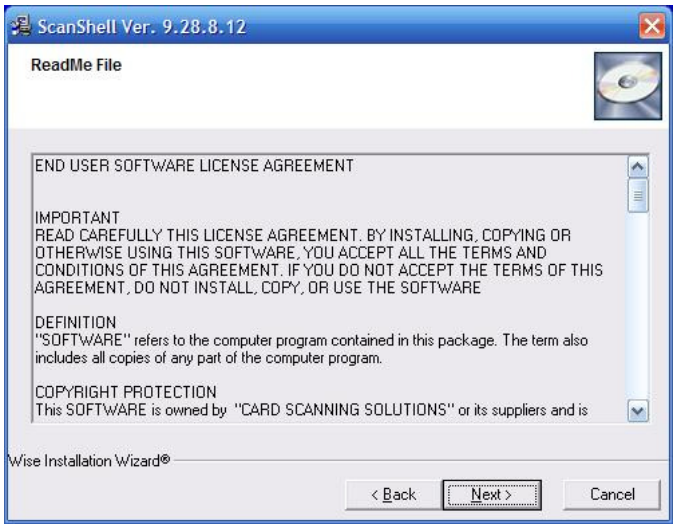
Important: Please do not connect the card scanner to computer at this time. Follow the following installation procedures first.

1. Insert the Scan-N-Send CD.

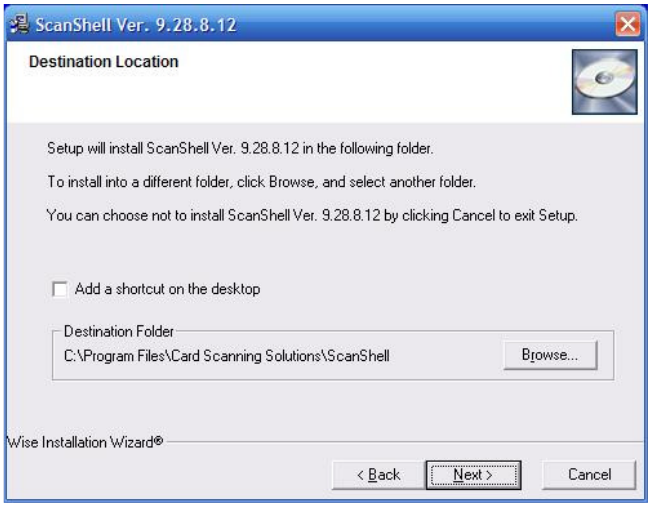
2. When prompted, click the Next > button on the next three screens.


ScanShell Ver. 9.28.8.12
Welcome to ScanShell Ver. 9.28.8.12 Setup program. This program will install ScanShell Ver. 9.28.8.12 on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

Screen #1


ScanShell Ver. 9.28.8.12
ReadMe File
END USER SOFTWARE LICENSE AGREEMENT
IMPORTANT
READ CAREFULLY THIS LICENSE AGREEMENT. BY INSTALLING, COPYING OR OTHERWISE USING THIS SOFTWARE, YOU ACCEPT ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU DO NOT ACCEPT THE TERMS OF THIS AGREEMENT, DO NOT INSTALL, COPY, OR USE THE SOFTWARE
DEFINITION
"SOFTWARE" refers to the computer program contained in this package. The term also includes all copies of any part of the computer program.
COPYRIGHT PROTECTION
This SOFTWARE is owned by "CARD SCANNING SOLUTIONS" or its suppliers and is
Wise Installation Wizard®
< Back
Next >
Cancel

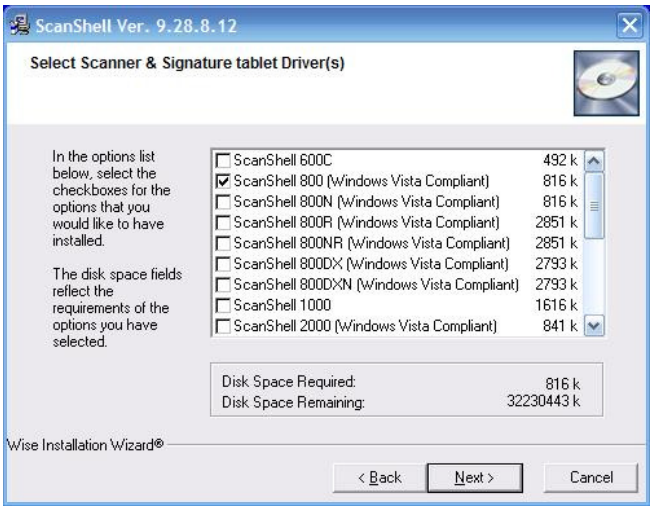
Screen #2


ScanShell Ver. 9.28.8.12
Destination Location
Setup will install ScanShell Ver. 9.28.8.12 in the following folder.
To install into a different folder, click Browse, and select another folder.
You can choose not to install ScanShell Ver. 9.28.8.12 by clicking Cancel to exit Setup.
Add a shortcut on the desktop
Destination Folder
C:\Program Files\Card Scanning Solutions\ScanShell
Browse...
Wise Installation Wizard®
< Back
Next >
Cancel

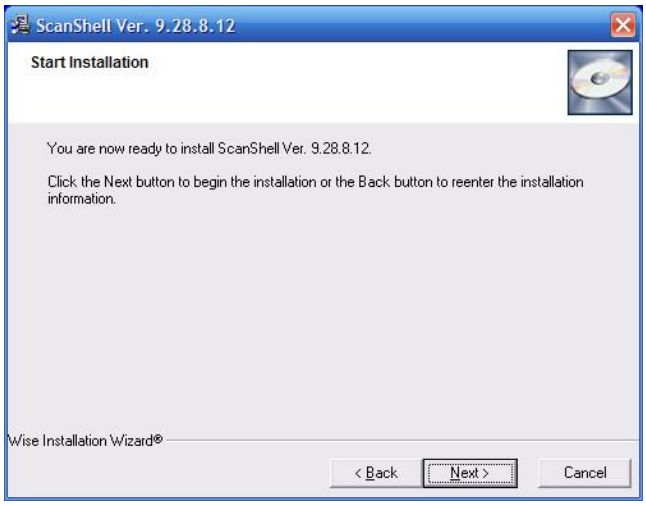
Screen #3

Software Application Installation:

3. Select the type of device being installed (i.e. ScanShell-800, SnapShell, MagShell-900), then click the Next > button on the next two screens.

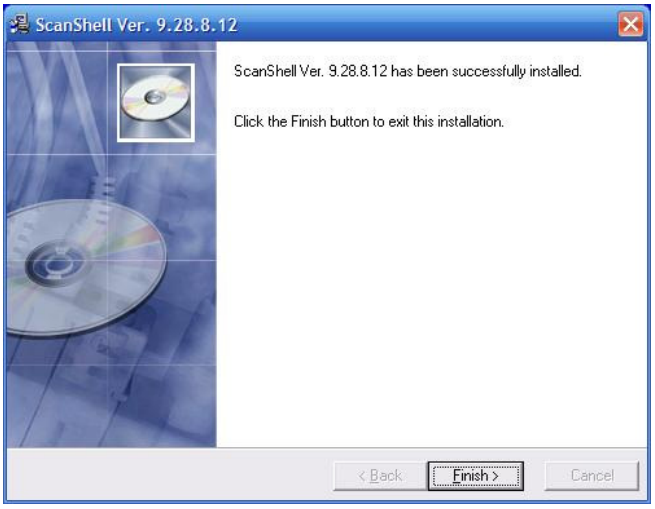

ScanShell Ver. 9.28.8.12
Select Scanner & Signature tablet Driver(s)
In the options list below, select the checkboxes for the options that you would like to have installed.
The disk space fields reflect the requirements of the options you have selected.
ScanShell 600C 492 k
ScanShell 800 (Windows Vista Compliant) 816 k
ScanShell 800N (Windows Vista Compliant) 816 k
ScanShell 800R (Windows Vista Compliant) 2851 k
ScanShell 800NR (Windows Vista Compliant) 2851 k
ScanShell 800DX (Windows Vista Compliant) 2793 k
ScanShell 800DXN (Windows Vista Compliant) 2793 k
ScanShell 1000 1616 k
ScanShell 2000 (Windows Vista Compliant) 841 k
Disk Space Required: 816 k
Disk Space Remaining: 32230443 k
Wise Installation Wizard®
< Back
Next >
Cancel

Screen #1


ScanShell Ver. 9.28.8.12
Start Installation
You are now ready to install ScanShell Ver. 9.28.8.12.
Click the Next button to begin the installation or the Back button to reenter the installation information.
Wise Installation Wizard®
< Back
Next >
Cancel

Screen #2

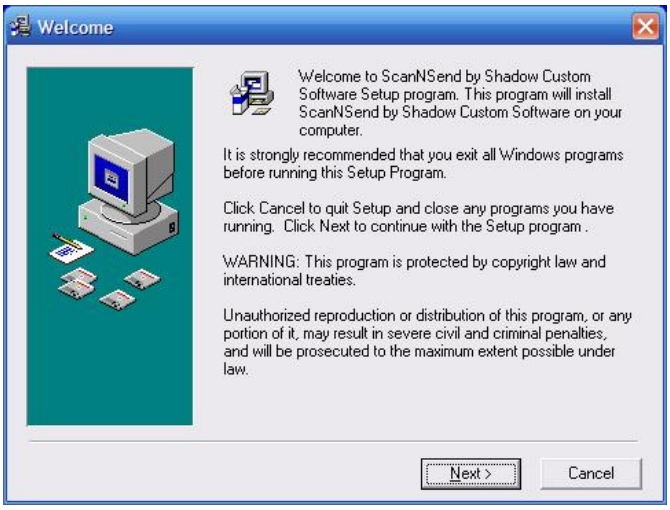
4. Click on the Finish > button on the next screen.


ScanShell Ver. 9.28.8.12
ScanShell Ver. 9.28.8.12 has been successfully installed.
Click the Finish button to exit this installation.
< Back
Finish >
Cancel

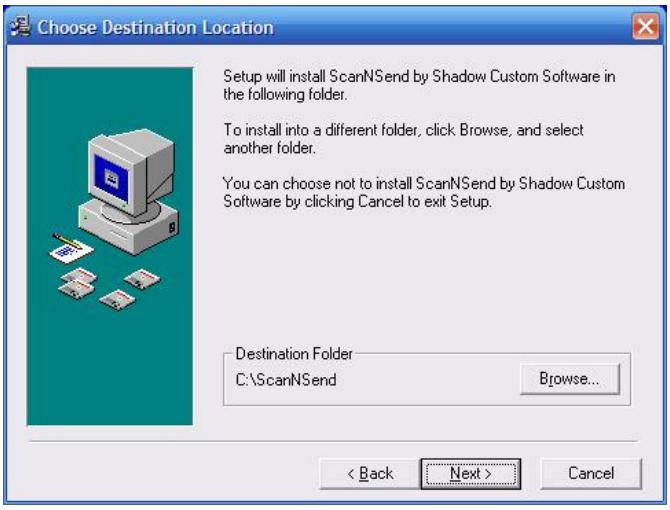
Screen #3

Software Application Installation:

5. Click the Next > button on the next two screens.

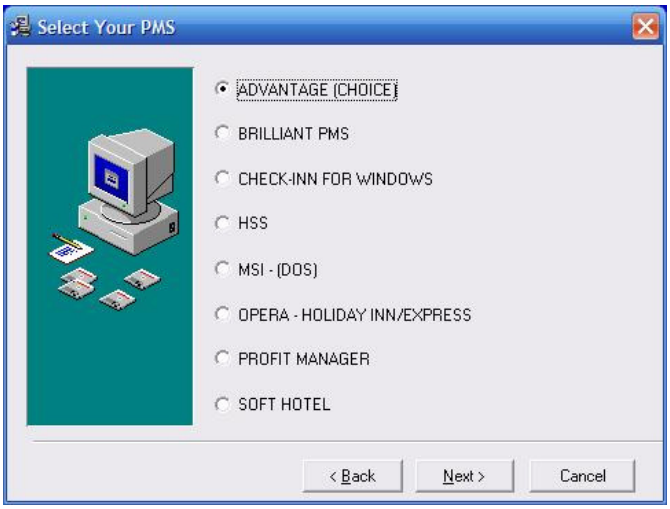

Welcome
Welcome to ScanNSend by Shadow Custom Software Setup program. This program will install ScanNSend by Shadow Custom Software on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program .
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

Screen #1


Choose Destination Location
Setup will install ScanNSend by Shadow Custom Software in the following folder.
To install into a different folder, click Browse, and select another folder.
You can choose not to install ScanNSend by Shadow Custom Software by clicking Cancel to exit Setup.
Destination Folder
C:\ScanNSend
Browse...
< Back
Next >
Cancel

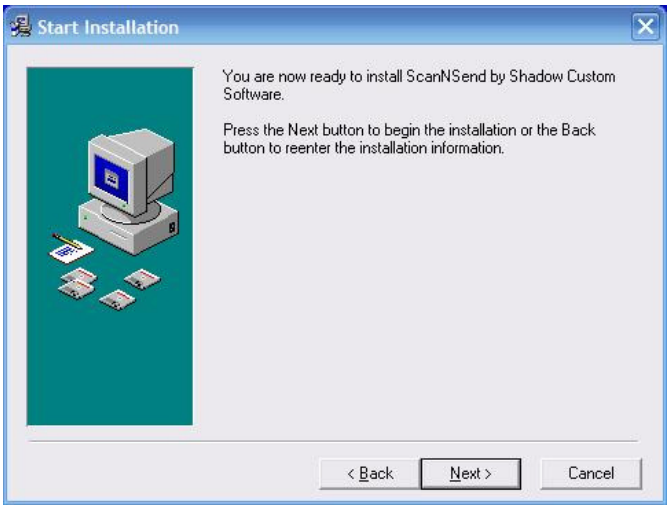
Screen #2

6. Select the Property Management Software you will be using with ScanNSend and click the Next > button.

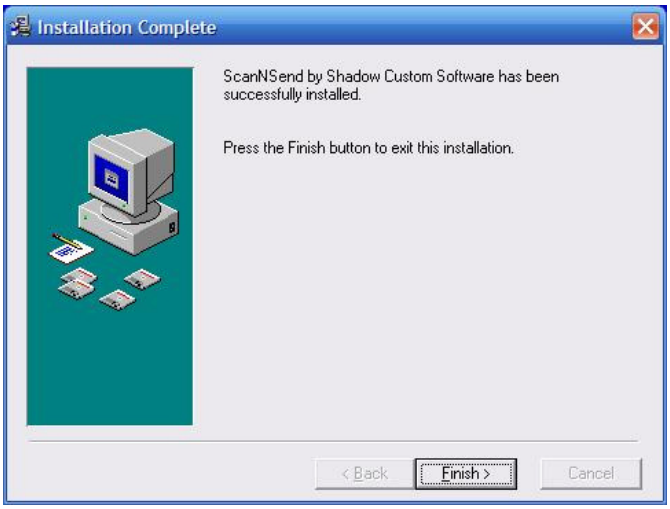


Screen #3

7. Click the Next > button on the next screen and the Finish > button on the last screen.


Start Installation
You are now ready to install ScanNSend by Shadow Custom Software.
Press the Next button to begin the installation or the Back button to reenter the installation information.
< Back
Next >
Cancel

Screen #4


Installation Complete
ScanNSend by Shadow Custom Software has been successfully installed.
Press the Finish button to exit this installation.
< Back
Finish >
Cancel

Screen #5

This Completes the Scan-N-Send Application Installation. Please remove the CD from the PC.

Scanner Driver Installation:

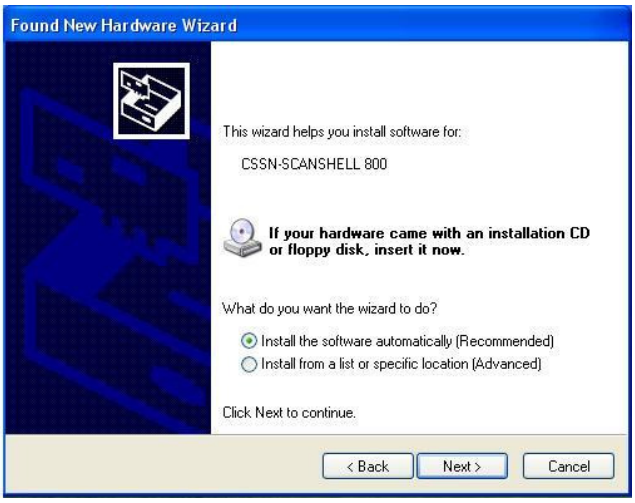
Plug the scanner USB cable into one of the available computers USB port. If possible, use a USB port located in the back of the computer. After connecting the scanner USB cable to the computer, connect the other end of the USB cable to the scanner. Once you've connected the USB cable to the scanner, the computer will find the scanner and start to load the diver.

ScanShell 800

1. Select "No, Not this time", then click the Next > button on the next screen.

Found New Hardware Wizard
Welcome to the Found New Hardware Wizard
Windows will search for current and updated software by looking on your computer, on the hardware installation CD, or on the Windows Update Web site (with your permission).
Read our privacy policy
Can Windows connect to Windows Update to search for software?
Yes, this time only
Yes, now and every time I connect a device
No, not this time
Click Next to continue.
< Back
Next >
Cancel

2. Select “Install the software automatically”, then click the Next > button on the next screen.


Found New Hardware Wizard
This wizard helps you install software for:
CSSN-SCANSHELL 800
If your hardware came with an installation CD or floppy disk, insert it now.
What do you want the wizard to do?
Install the software automatically (Recommended)
Install from a list or specific location (Advanced)
Click Next to continue.
< Back
Next >
Cancel

3. Click the Continue Anyway button on the next screen.

Hardware Installation
The software you are installing for this hardware:
CSSN-SCANSHELL 800
has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)
Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.
Continue Anyway
STOP Installation

4. Click the Finish button on the next screen.

This Completes the ScanShell 800 Scanner Driver Installation.

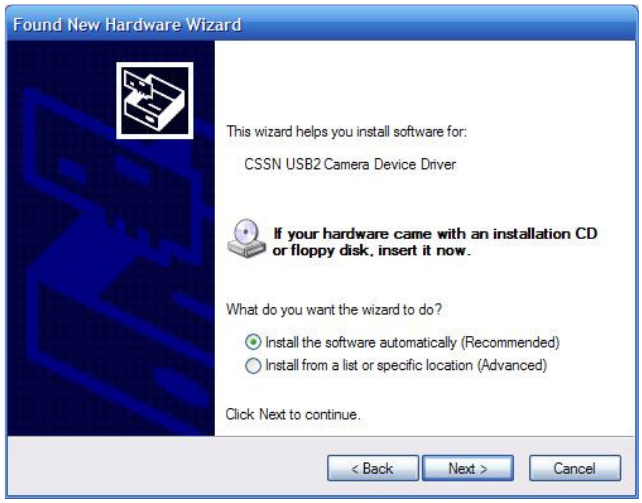
IMPORTANT: It is very important that you calibrate your ScanShell 800 scanner before using it for the first time. Please follow the Scanner Calibration instructions.

SnapShell

1. Select "No, Not this time", then click the Next > button on the next screen.

Found New Hardware Wizard
Welcome to the Found New Hardware Wizard
Windows will search for current and updated software by looking on your computer, on the hardware installation CD, or on the Windows Update Web site (with your permission).
Read our privacy policy
Can Windows connect to Windows Update to search for software?
Yes, this time only
Yes, now and every time I connect a device
No, not this time
Click Next to continue.
< Back
Next >
Cancel

2. Select "Install the software automatically", then click the Next > button on the next screen.


Found New Hardware Wizard
This wizard helps you install software for:
CSSN USB2 Camera Device Driver
If your hardware came with an installation CD or floppy disk, insert it now.
What do you want the wizard to do?
Install the software automatically (Recommended)
Install from a list or specific location (Advanced)
Click Next to continue.
< Back
Next >
Cancel

3. Click the Continue Anyway button on the next screen.

Hardware Installation
The software you are installing for this hardware:
CSSN USB2 Camera Device Driver
has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)
Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.
Continue Anyway
STOP Installation

4. Click the Finish button on the next screen.

Found New Hardware Wizard
Completing the Found New Hardware Wizard
The wizard has finished installing the software for:
CSSN USB2 Camera Device Driver
The hardware you installed will not work until you restart your computer.
Click Finish to close the wizard.
< Back
Finish
Cancel

5. Click the Yes button on the next screen. The PC will shut down and restart.

System Settings Change
Windows has finished installing new devices. The software that supports your device requires that you restart your computer. You must restart your computer before the new settings will take effect.
Do you want to restart your computer now?
Yes
No

This Completes the SnapShell Scanner Driver Installation.

Always make sure that the scanner is plugged into the same USB Port. If the scanner is unplugged from the USB Port it was originally installed on and plugged into another USB Port, reinstalling the scanner driver will be required.

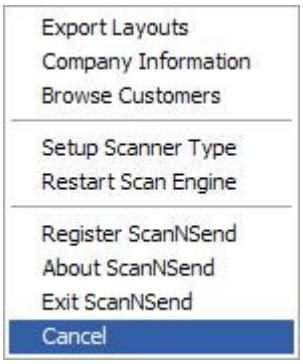
After successfully installing the software and driver make sure to place scanner in a safe and convenient working location on your desk or counter. You may also affix the scanner to the desk or

counter with your choice of adhesive material. We recommend Velcro so the scanner can be removed and stored in a safe place when not in use.

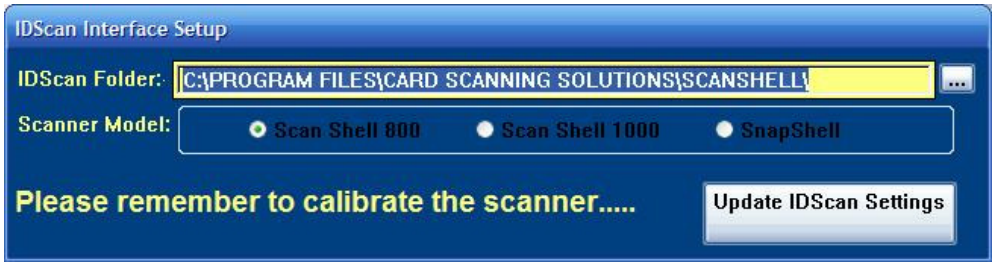
Scanner Selection:

1. Click on the application desktop icon **ScanNSend** to start the Scan-N-Send application if it is not running. Once started, a new icon will appear in the system tray.

2. Right click on the Scan-N-Send icon, , located in the system tray will give you a menu of selectable program operations.



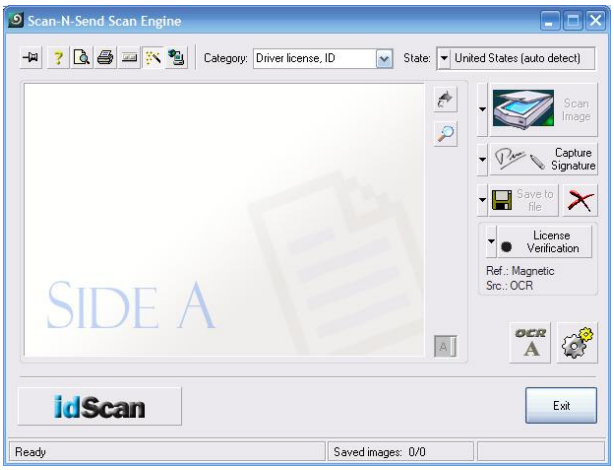
3. Right clicking on Setup Scanner Type will open "IDScan Interface Setup" screen. Select the scanner type you have and select "Update IDScan Settings" button.



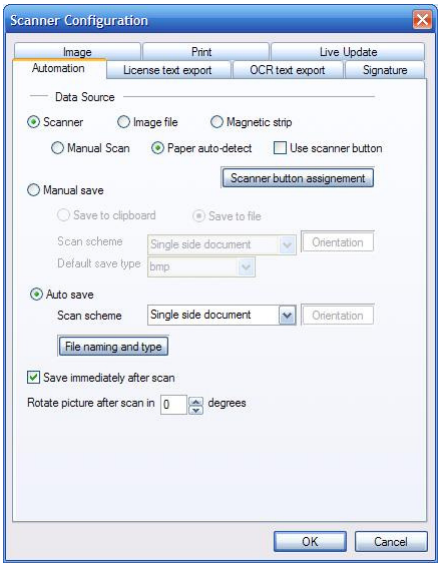
Scanner Calibration:

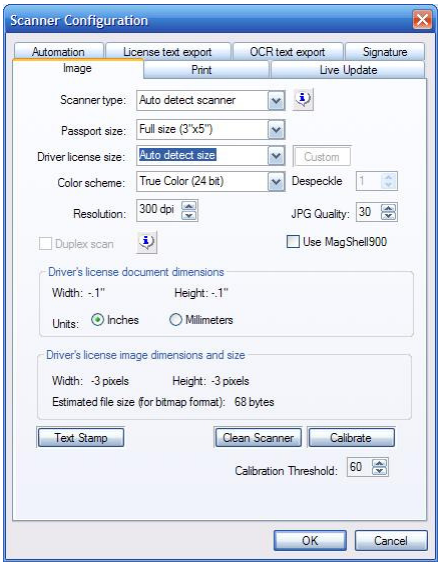
1. Click on the application desktop icon **ScanNSend** to start the Scan-N-Send application if it is not running.

2. Select the icon from the "Scan-N-Send Scan Engine" window.



3. Select the tab "Image" from the "Scanner Configuration" window. Then select "Calibrate" button from "Scanner Configuration" window.





4. Find the calibration card included with your scanner and insert it into the scanner with the dark boxes facing down, then click "Calibrate" button to proceed with the calibration. Once the calibration is completed, select "Done" button and close "Scanner Configuration" window , you are now ready to use the scanner.

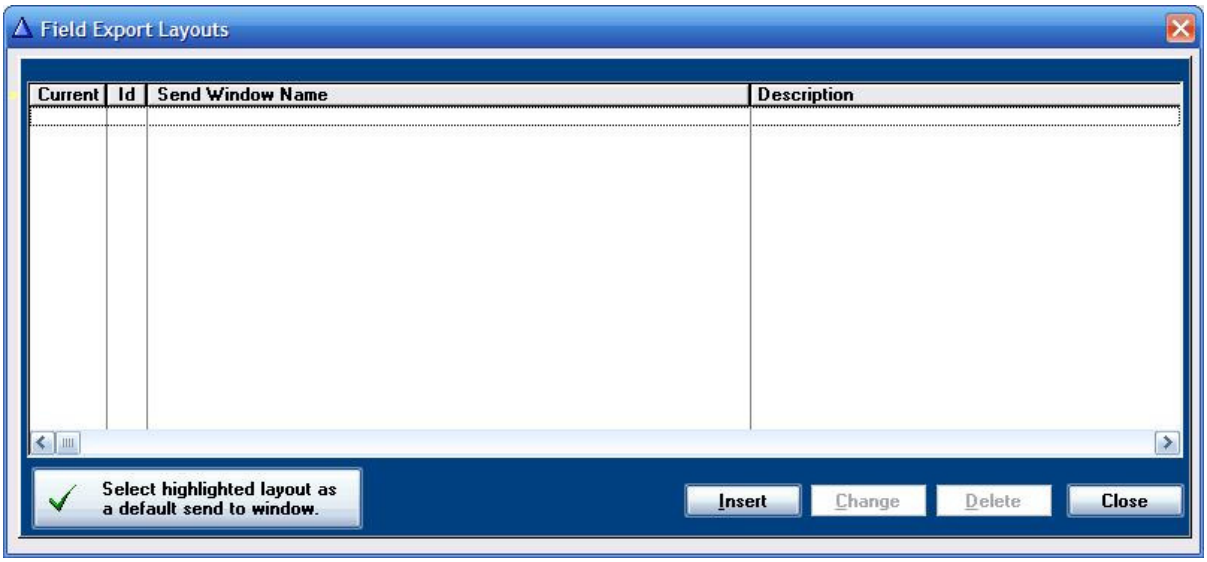
Creating Field Export Layouts:

Scan-N-Send works with virtually any application that runs on a Microsoft Windows platform. To utilize Scan-N-Send follow these steps to create a card layout for exporting.

1. Load the application that will receive information from Scan-N-Send. Write down the receiving applications window caption. It is important that you write it exactly as it appears in the caption bar. If you are using Notepad as the receiving application, the windows caption for Notepad will look like this; Untitled – Notepad.

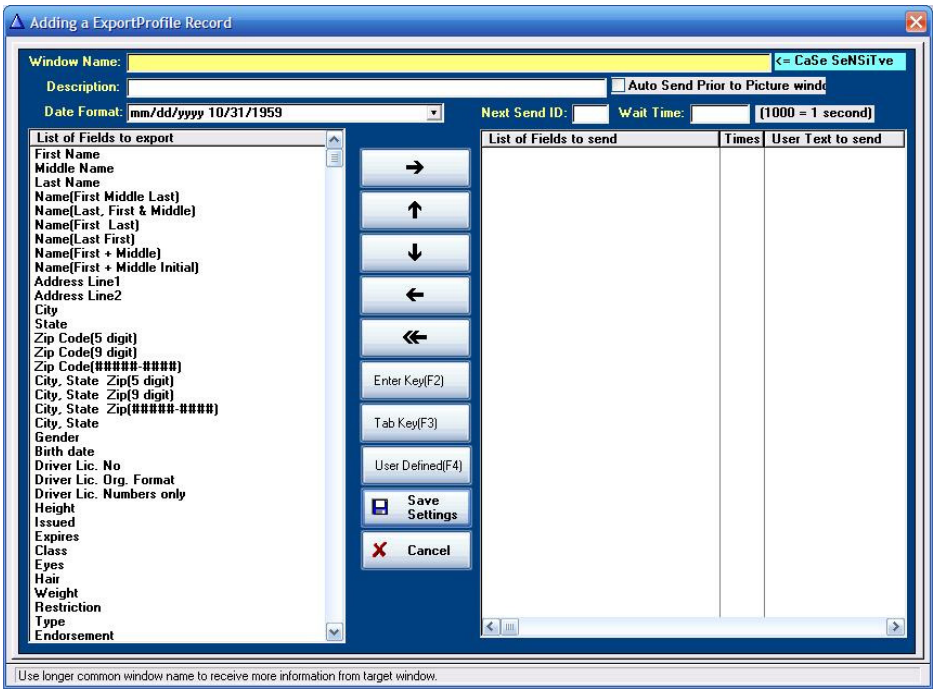
2. Analyze and understand the receiving application field layout. It is also important to know the navigation sequence of the layout as well as, which key is used to navigate through the layout. Most windows applications use the "**Tab**" key while most DOS applications use the "**Enter**" key.

3. Next right click on the Scan-N-Send icon, , located in the system tray and select the option, "**Export Layouts**". After doing so, the "Field Export Layouts" screen will open.



Creating Field Export Layouts:

Click "**Insert**". The "Adding a Export Profile Record" screen will open.



4. Enter the window caption of the receiving application into the Window Name field. In the above example we've entered the caption for Notepad.

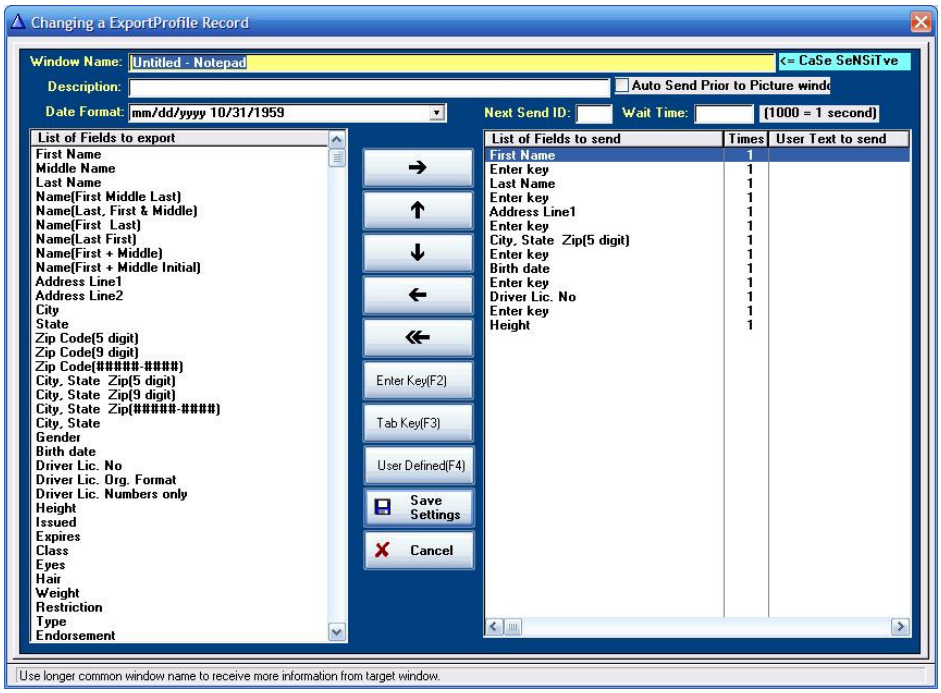
5. When using Scan-N-Send to send information to a DOS application, the DOS application must be running in a window mode however, not in a full screen mode.

6. As noted in step #2, you must know the receiving application field layout, navigation sequence and navigation key to proceed forward from this point. If you know this information, you can begin to choose which fields from the "List of Fields to Export" you want to send to the receiving application. To do so, simply double click the desired field in the "List of Fields to Export". After double clicking or highlighting the desired field and clicking on the right arrow button the field will move into the "Selected Fields" section. After each field, it is necessary to insert a navigation key. It's important to know which navigation key,

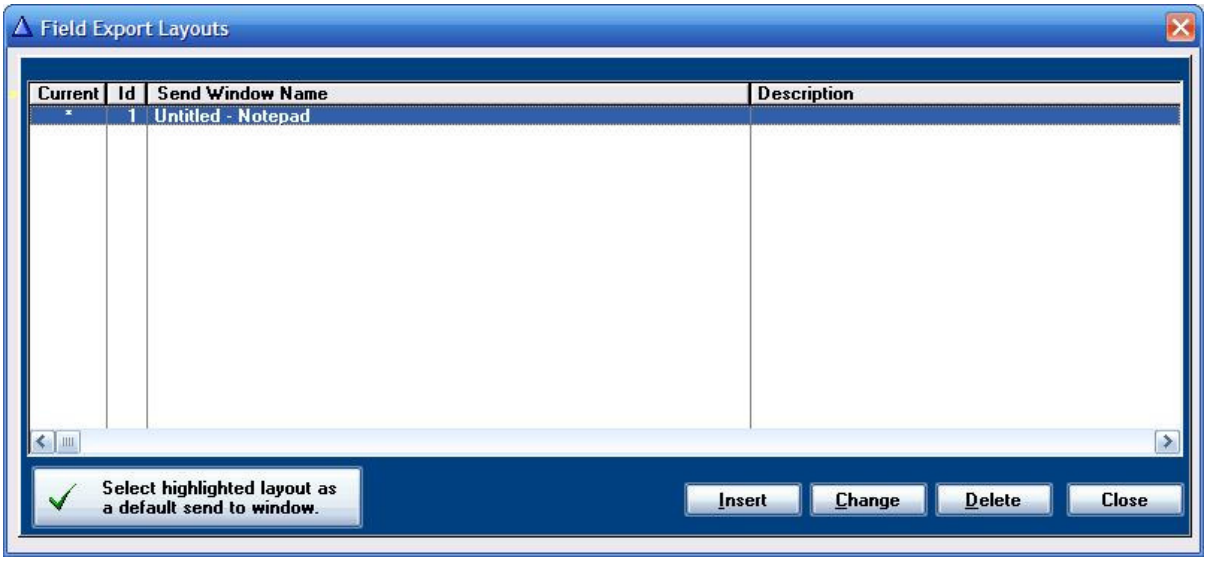
or

, advances to the next field. You can also use double click on "Times" column to send multiple navigation steps between two fields.

Creating Field Export Layouts:



7. Once you've finish moving the desired fields to be exported over to the "Selected Fields" section, click the Save Settings button. After saving the export layout you must highlight the layout to be used and click on the "Select Highlighted Layout as Default" button. Doing this will activate your new export layout.



You're now ready to use Scan-N-Send.

Using Scan-N-Send:

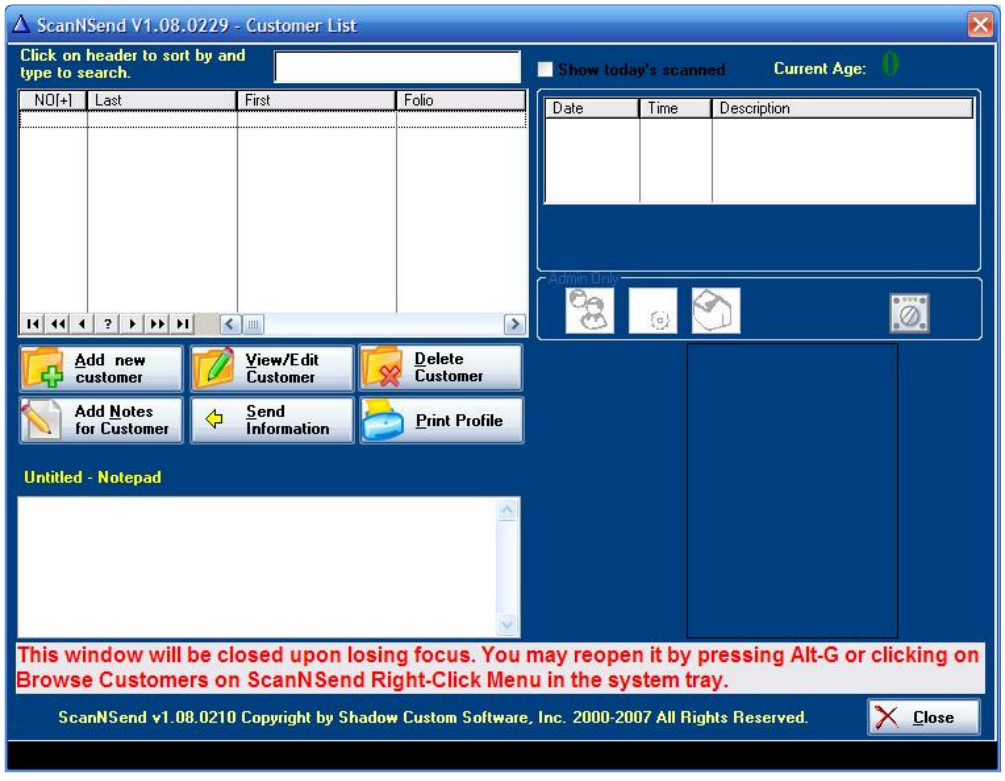
1. Make sure the receiving application is started and ready to receive data from Scan-N-Send. Also make sure that the cursor is positioned in the first data field of the receiving application.

2. Insert the driver's license or ID into the scanner. Do not force the card into the ScanShell 800 scanner, once the card is inserted, the scanner will detect the card and will automatically begin to pull it into the scanner.

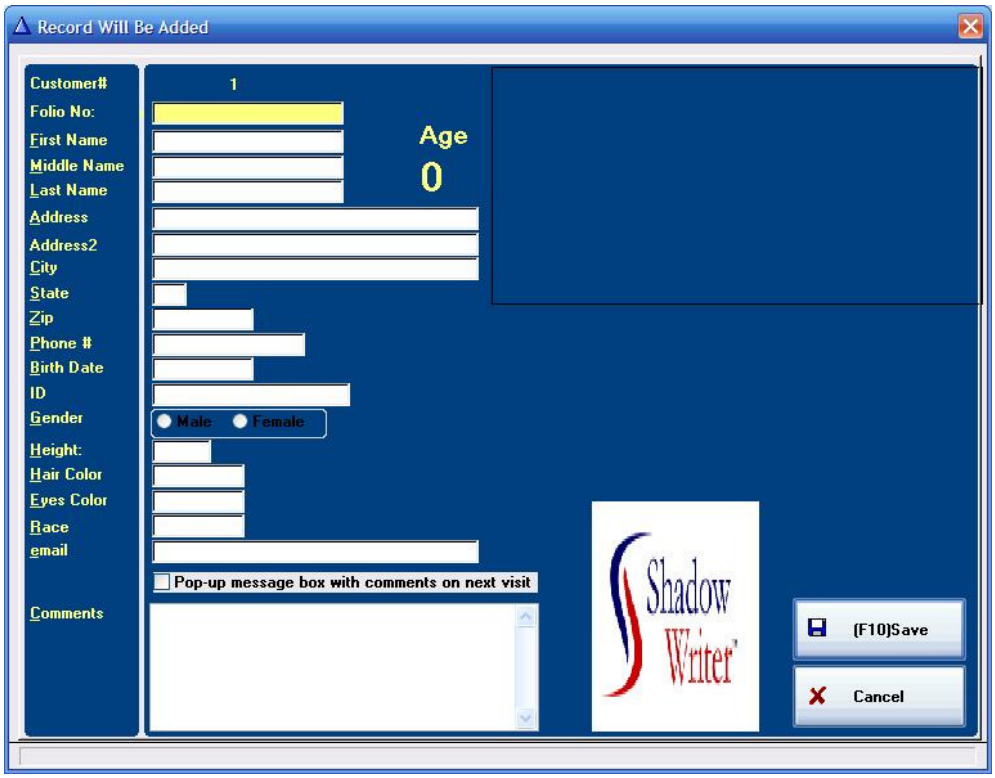
3. Once the scanning process is completed, a scan preview window will open. At this time any of the fields can be edited. Selecting Send and Save, the "Selected Fields" from the export layout will be sent to the receiving application. The data from these fields will be displayed in the receiving application window in their respective fields within a few seconds. You can select Discard All if you need to rescan the item.

Manual Entry

1. To manually enter data when a license or ID is not available to scan, right click on the Scan-N-Send icon, , located in the system tray and select the option, "Browse Customers". After doing so, the "ScanNSend – Customer List" screen will open.


ScanNSend V1.08.0229 - Customer List
Click on header to sort by and type to search.
Show today's scanned
Current Age:
NO[+1]
Last
First
Folio
Date
Time
Description
Admin Only
Add new customer
View/Edit Customer
Delete Customer
Add Notes for Customer
Send Information
Print Profile
Untitled - Notepad
This window will be closed upon losing focus. You may reopen it by pressing Alt-G or clicking on Browse Customers on ScanNSend Right-Click Menu in the system tray.
ScanNSend v1.08.0210 Copyright by Shadow Custom Software, Inc. 2000-2007 All Rights Reserved.
Close

2. Selecting “Add new customer” button will open “Record Will Be Added” screen. Enter the information into the provided fields. Select “Save” button to save record.



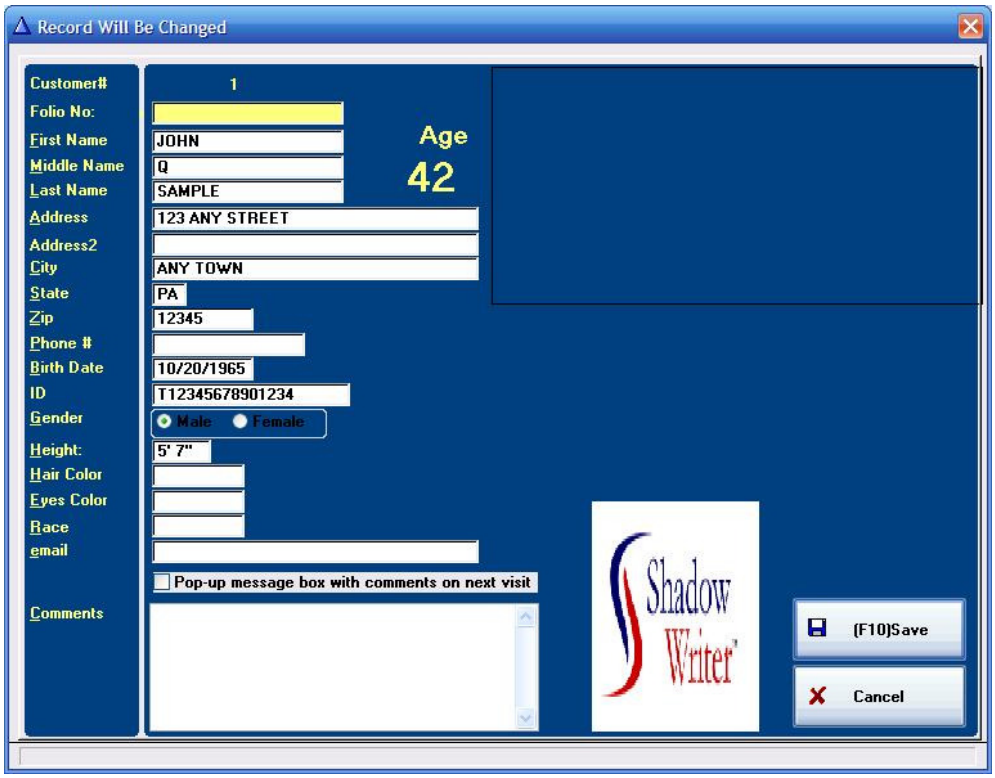
3. You can send the customers information to your receiving application by highlighting the customers name from the “ScanNSend – Customer List” and then select the “Send Information” button from “ScanNSend – Customer List”.

View/Edit Customer

1. To view/edit a customer record in the Scan N Send application, right click on the Scan-N-Send icon, , located in the system tray and select the option, “Browse Customers”. After doing so, the “ScanNSend – Customer List” screen will open.

2. Highlight the name of the customer to view/edit then, select the “View/Edit Customer” button. The “LOG ON SCREEN” will prompt you to enter user ID and password then, select “Continue” button.

3. The “Record Will Be Changed” screen will open. Select a field and make the change. Select “Save” button to save changes.



4. After the “Record Will Be Changed” screen closes you can send the customers information to your receiving application by highlighting the customers name from the “ScanNSend – Customer List” and then select the “Send Information” button from “ScanNSend – Customer List”. If not then select “Close” button.

Delete Customer

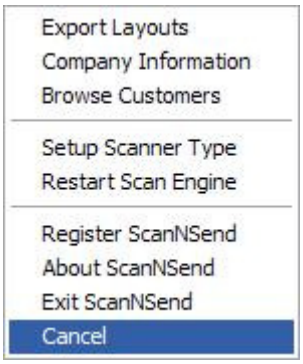
1. To delete a customer record in the Scan N Send application, right click on the Scan-N-Send icon, , located in the system tray and select the option, “Browse Customers”. After doing so, the “ScanNSend – Customer List” screen will open.

2. Highlight the name of the customer to delete then, select the “Delete Customer” button. The “LOG ON SCREEN” will prompt you to enter user ID and password then, select “Continue” button.

3. A “Warning” screen will open, select “Yes” button to delete customer record. Select “Close” button to exit after deleting customer.

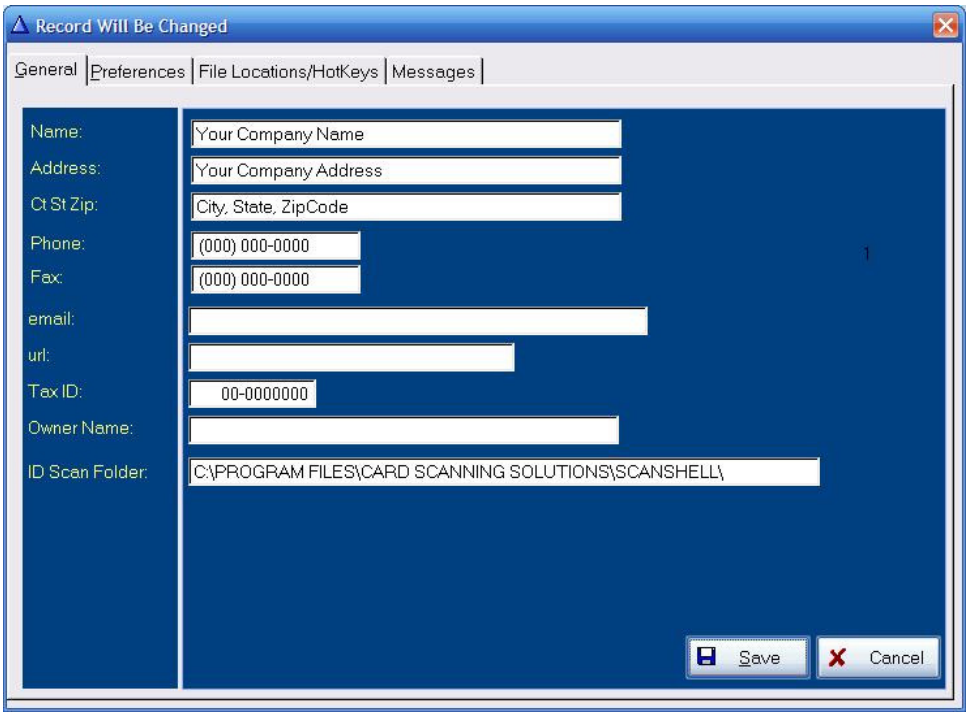
Program Operations:

1. Right click on the Scan-N-Send icon, , located in the system tray will give you a menu of selectable program operations. Use the mouse pointer to highlight an item from the menu and right click to select it.



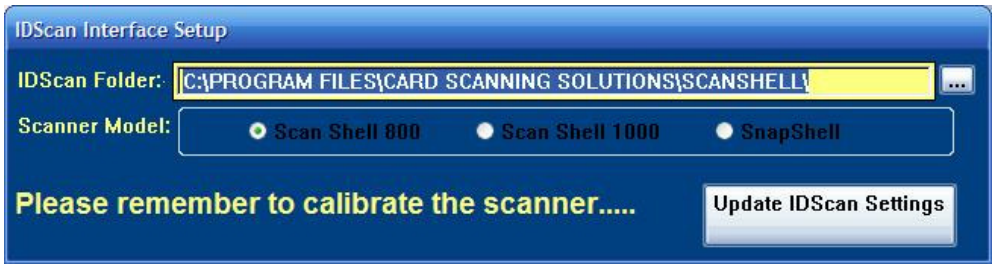
2. Export Layouts will open “Field Export Layouts” screen. See section “Creating Field Export Layouts” for more information.

3. Company Information will open “Record Will Be Changed” screen. This is where your company information is entered, program preferences are selected and file location/hotkeys is entered.



4. Browse Customers will open "ScanNSend – Customer List" screen. See section Using Scan-N-Send.

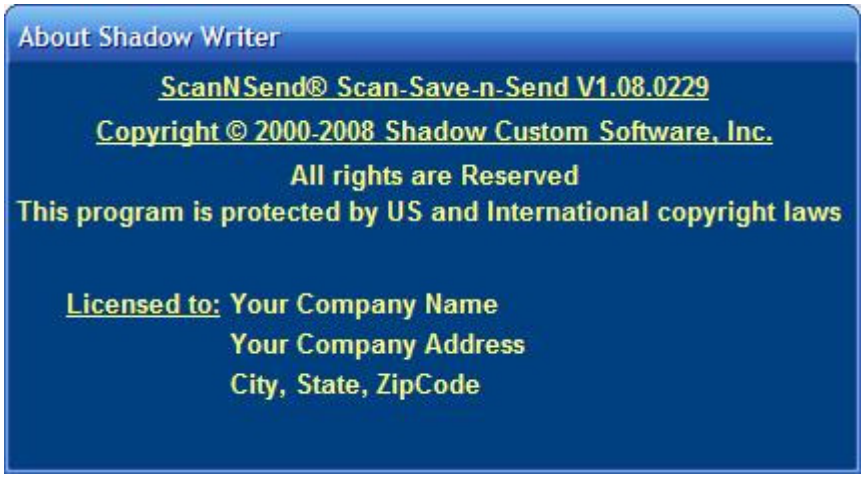
5. Setup Scanner Type will open "IDScan Interface Setup" screen. Select the scanner type you have and select "Update IDScan Settings" button. Always recalibrate scanner after doing this.



6. Restart Scan Engine will restart scanner interface.

7. Register ScanNSend will open "Register" screen. Enter registration information in the available locations then select "Register" button to complete registration. Selecting the "Continue" button will close the window and not save any changes.

8. About ScanNSend will open "About Shadow Writer" screen. You will find the software version and who the software is licensed to. Left click on the "About Shadow Writer" screen to close it.


About Shadow Writer
ScanNSend® Scan-Save-n-Send V1.08.0229
Copyright © 2000-2008 Shadow Custom Software, Inc.
All rights are Reserved
This program is protected by US and International copyright laws
Licensed to: Your Company Name
Your Company Address
City, State, ZipCode

9. Exit ScanNSend will close the Scan-N-Send software.

10. Cancel will close the program operations menu.